

TITLE, SERIES, GRADE: Director, Executive Office for the Organized Crime Drug Enforcement Task Forces (OCDETF) Program, ES-905

PAY RANGE: \$107,550 to \$149,200, commensurate with experience.

PROMOTION POTENTIAL (IF ANY): None

VACANCY ANNOUNCEMENT NUMBER: 05-CRM-SES-04

AREA OF CONSIDERATION: All Sources

OPENING DATE: June 10, 2005

CLOSING DATE: July 1, 2005

DUTY LOCATION: Office of the Deputy Attorney General, Main Justice Building, Washington, DC, and the Executive Office for the Organized Crime Drug Enforcement Task Forces, Criminal Division, Washington, D.C.

NUMBER OF VACANCIES: 1 Position

MAJOR DUTIES: The incumbent serves as the Director of the Executive Office for Organized Crime Drug Enforcement Task Forces (OCDETF) Program, reporting under the direct supervision of the Deputy Attorney General.

The incumbent will be responsible for the direction and oversight of that OCDETF Program, a nationwide program which combines the resources and expertise of numerous federal agencies in concentrated, long-term investigations designed to disrupt and dismantle major drug trafficking and related money laundering organizations. The incumbent will be responsible for a broad range of management, financial, programmatic and administrative functions that are critical in the planning, policy direction, operation, financial management and performance of the Program.

The incumbent will supervise a staff consisting of professional and support staff deemed necessary for the performance of the office, and will have overall responsibility for the management and functioning of the Executive Office. The incumbent also will have day-to-day responsibility for providing policy, administrative, and financial guidance and support to the OCDETF headquarters agencies, the regional Advisory Councils and agency Coordinators, and the agents and prosecutors in the field. The incumbent will oversee an annual budget of more than \$500 million and administer in excess of \$7 million through the State and Local Overtime Program. The incumbent will monitor and oversee the management information system that tracks OCDETF investigative and performance data.

MANDATORY MANAGERIAL QUALIFICATIONS: To receive serious consideration, applicants for this position must demonstrate successful performance and creative leadership in prior managerial position(s). The applicants also must demonstrate skill in handling multi-agency relationships and coordinating among entities that operate in multiple jurisdictions. Applicants must demonstrate possession of competencies in the following Executive Core Qualifications as established by the U.S. Office of Personnel Management (OPM):

- 1) **Leading Change:** The ability to develop and implement an organizational vision which integrates key national and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity -- to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.
- 2) **Leading People:** The ability to design and implement strategies which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals.
- 3) **Results Driven:** Stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies.
- 4) **Business Acumen:** The ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision making.
- 5) **Building Coalitions/Communication:** The ability to explain, advocate and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization.

MANDATORY TECHNICAL QUALIFICATIONS: To effectively carry out the duties and responsibilities of this position, an individual must possess the following:

- 1) Experience dealing with complex legal and policy issues;
- 2) Familiarity with Federal regulatory and investigatory agencies;
- 3) Significant experience in supervising the development and delivery of administrative and financial guidance and reports;

- 4) Ability to formulate and implement Departmental policies on all matters pertaining to assigned areas;
- 5) Ability to establish and maintain harmonious relationships with the public, members of Congress, and law enforcement officials, both nationally and internationally, with respect to assigned areas;
- 6) Ability to serve as a spokesperson for one's organization; and
- 7) Law Degree and membership in the Bar.

EVALUATION METHODS: Candidates will be evaluated on the qualifications identified above, based on their total background (*i.e.*, education, training, self-development, awards, outside activities, performance appraisals, as well as work history and prior experience in management generally and drug enforcement in particular).

ADDITIONAL INFORMATION: The managerial qualifications of a selectee who is not a current or former career Senior Executive Service (SES) employee must be approved by OPM before appointment. In addition, individuals entering the SES career service for the first time are subject to a one-year probationary period.

HOW TO APPLY: Applicants may choose one of three job application procedures. You may submit: (1) Optional Form (OF) 612, Optional Application for Federal Employment; (2) a resume (please note that there are minimum requirements for resume content which are described in OPM Pamphlet OF-510, Applying for a Federal Job. Copies of the OF-510 are available in most Federal agencies); or (3) Standard Form 171, Application for Federal Employment.

In addition, if you are a current or recent Federal employee, you must submit a performance appraisal issued within the past 12 months, or if none exists, a statement to that effect and a copy of your latest Notification of Personnel Action (SF-50).

All applicants must submit a separate supplementary statement addressing each of the Mandatory Managerial and Technical Qualification requirements listed above.

Preference is to receive an application via e-mail SES.CRMJOBS@USDOJ.GOV or faxed to (202) 353-0775.

Mailed applications **MUST BE RECEIVED BY CLOSING DATE** at:

Department of Justice/Criminal Division
McPherson Square, P.O. Box 27599
Attn: Theresa Morgan
Human Resources Management Staff,
Bond Building, Suite 5000
Washington, DC 20038

For additional information or copies of forms, please call (202) 514-2811. Applications must be received by the closing date to receive consideration. Applicants must meet qualification requirements by the closing date of the announcement.

NOTE: If the selectee is not a current employee of the Offices, Boards, or Divisions of the U.S. Department of Justice, he/she will be required to submit to a urinalysis to screen for illegal drug use prior to appointment.

Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership or non-membership in an employee organization, or on the basis of personal favoritism.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, and to ensure that persons with disabilities have every opportunity to be hired and advanced.

CONTACT: Theresa Morgan

CONTACT PHONE: 202-514-7031

E-MAIL: SES.CRMJOBS@USDOJ.GOV

FAX: 202-353-0775

TDD: 202-514-7972